

DEPARTMENT OF THE NAVY

NAVY RECRUITING COMMAND 5722 INTEGRITY DR. MILLINGTON, TN 38054-5057

Canc frp: Mar 2012

COMNAVCRUITCOMNOTE 5420 (HDQ)

01

6 May 2011

COMNAVCRUITCOM NOTICE 5420 (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: COLLATERAL DUTIES, BOARDS AND COMMITTEE ASSIGNMENTS

Encl: (1) Collateral Duty Assignments

(2) Board and Committee Assignments

- 1. <u>Purpose</u>. To publish the collateral duties and committee assignments of personnel attached to Headquarters, Navy Recruiting Command.
- 2. <u>Background</u>. Enclosures (1) and (2) appoint individuals to various collateral duties, boards and committees. Numerals in parentheses after individual names indicate that person's department. This notice has the same force as an official designation letter. Individual designation assignment letters will not be issued unless otherwise required by regulation.
- 3. <u>Action</u>. All personnel assigned to collateral duties, boards and/or committees are directed to familiarize themselves with the contents of the applicable directive(s). Additions, deletions, or corrections to this notice should be submitted in writing, as they occur, to Management Services Division, 002SD.
- 4. <u>Cancellation Contingency</u>. This notice may be retained for reference purposes.

/s/ W. C. MARVEL Chief of Staff

Distribution:

Electronic only, via

http://www.cnrc.navy.mil/Publications/directives.htm

<u>ASSIGNMENT</u>	INDIVIDUALS ASSIGNED	PRD	REFERENCE
CASUALTY ASSISTANCE CALLS OFFICER (CACO)	LT LINN (N5) MCC KUSNER (N9)	01/2013 09/2013	BUPERSINST 1770.3
COMBINED FEDERAL CAMPAIGN COORDINATOR	LSC KENNEDY (N4)	04/2013	SECNAVINST 5340.6
COMMAND ASSESSMENT TEAM	See Enclosure (2)		See Enclosure (2)
COMMAND CAREER COUNSELOR	NC1 JUSTICE (00)	10/2011	OPNAVINST 1040.11
COMMAND CAREER COUNSELOR (ASSISTANTS)	IT1 MYERS (N6) YN1 TAYLOR (00) LS1 BURNEY (N1/N4) IT1 TURNEY (N3) PSC JEFCOAT (N7) MC1 BLACHLY (N9) AD1 BUDHOO (CYBER)	09/2012 01/2012 07/2012 11/2012 02/2012 11/2012 01/2012	
COMMAND FINANCIAL SPECIALIST	HMC SAVOY (N3)	06/2013	OPNAVINST 1704.5
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER (CMEO)	STGC WEST (CYBER)	12/2012	OPNAVINST 5354.5 COMNAVCRUITCOMINST 5354.1
COMMAND SENIOR ENLISTED LEADER	FORCM GRAY	04/2014	OPNAVINST 1306.2
COMMAND OMBUDSMAN	MRS ERICA WEST	N/A	OPNAVINST 1750.1
COMMAND SAFETY OFFICER	LNC SENA (00J)	12/2013	NSAMIDSOUTHINST 5100.8
COMMAND PHYSICAL SECURITY OFFICER	YNC GREEN (00S)	08/2011	COMNAVCRUITCOMINST 5530.2

<u>ASSIGNMENT</u>	INDIVIDUALS ASSIGNED	PRD	REFERENCE
COMMAND SPONSOR PROGRAM	YN1 PHELPS (00)	01/2012	COMNAVCRUITCOMINST 1740.1
DISASTER PREPARENESS COORDINATOR	MR CURRY (N4)	N/A	COMNAVCRUITCOMINST 3440.1
DISASTER PREPAREDNESS COORDINATOR (ASSISTANT)	MR OLNEY (N4)	N/A	
DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)	PSC SUTHERLAND (N3)	09/2013	SECNAVINST 5300.28
EQUAL OPPORTUNITY ADVISOR	YNC PORTER (00IA)	12/2013	
EDUCATIONAL SERVICES OFFICER	PSC HOLLINGTON (00S)	09/2013	CNETINST 1560.3
EXCEPTIONAL FAMILY MEMBER	LCDR GRAHAM (N3)	09/2013	OPNAVINST 1754.2
FAMILY ADVOCACY PROGRAM	ETC VADNAIS (N3)	02/2012	SECNAVINST 1752.3 OPNAVINST 1752.2
FIRE WARDEN	MR CURRY (N4)	N/A	NSAMIDSOUTHINST 11320.23
FIRE WARDEN (ALTERNATE)	MR OLNEY (N4)	N/A	
FREEDOM OF INFORMATION ACT COORDINATOR	LCDR COOPER (00J)	08/2011	SECNAVINST 5720.42
FUNERAL DETAIL COORDINATOR	QMC SAXTON (CYBER)	03/2012	NSAMIDSOUTHINST 5360.3 COMNAVCRUITCOMINST 5360.1
INFORMATION ASSURANCE MANAGER	ITCM PAGE (N6)	07/2011	OPNAVINST 5239.1 COMNAVCRUITCOMINST 5400.2

<u>ASSIGNMENT</u>	INDIVIDUALS ASSIGNED	PRD	REFERENCE
NAVY/MARINE CORPS RELIEF SOCIETY FUND COORDINATOR	NCC KAUL (IG)	05/2011	SECNAVINST 5340.7
NSA MID-SOUTH AUX SECURITY FORCE	AS ASSIGNED	AS ASSIGNED	COMNAVCRUITCOMINST 1601.1
PHYSICAL READINESS TRAINING COORDINATOR/ COMMAND FITNESS LEADERS	AZC FORBES (N9) HMC COUCH (N3M)	02/2012 09/2014	OPNAVINST 6110.1
PHYSICAL SECURITY/FORCE PROTECTION/ANTI-TERRORISM OFFICER	MR CURRY (N4)	N/A	OPNAVINST 5530.14
PRIVACY ACT COORDINATOR	LT RICHELMI (00J)	07/2012	SECNAVINST 5211.5
SECURITY MANAGER	LCDR BRISBANE (N3)	07/2012	SECNAVINST 5510.36
SENIOR WATCH OFFICER	LCDR WALSH (N3)	06/2011	OPNAVINST 3120.32
WATCHBILL COORDINATOR	CTRCS COLEMAN (N3)	05/2013	OPNAVINST 3120.32
SEXUAL ASSUALT PREVENTION AND RESPONSE (SAPR)	OSC STEVENS (N3)	02/2013	OPNAVINST 1752.1
STANDARDS OF CONDUCT/ETHICS ADVISOR	LCDR COOPER (00J)	08/2011	DOD 5500.7
TRAINING OFFICER	LCDR BOATWRIGHT (OOC)	11/2011	COMNAVCRUITCOMINST 1500.5 (HDQ)
TRAINING OFFICER (ASSISTANT)	PSC COLE (N3)	07/2013	COMNAVCRUITCOMINST 1500.5 (HDQ)

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ASSIGNMENT	INDIVIDUALS ASSIGNED	PRD	REFERENCE
URINALYSIS COORDINATOR	OSC WILLIAMS (CYBER)	04/2012	OPNAVINST 5350.4
ALTERNATE URINALYSIS COORDINATOR	HMC SAVOY (N3)	06/2013	OPNAVINST 5350.4
VOTING ASSISTANCE OFFICER	PS2 MITCHELL (N1)	08/2012	OPNAVINST 1740.1

Board and Committee Assignments

AWARDS (HQ) BOARD

(Ref: SECNAVINST 1650.1)

CHAIR: CHIEF OF STAFF

MEMBERS: ALL DEPARTMENT HEADS

SENIOR ENLISTED LEADER

RECORDER: 00S

AWARDS (NATIONAL) SCREENING COMMITTEE

(Ref: COMNAVCRUITCOMINST 1650.27)

CHAIR: DEPUTY COMMANDER MEMBERS: CHIEF OF STAFF

DIRECTOR, OPERATIONS DEPARTMENT

DIRECTOR, PROGRAMS AND PLANS DEPARTMENT

DIRECTOR, DIVERSITY

DIRECTOR, TRAINING DEPARTMENT

FORCE MASTER CHIEF

NATIONAL CHIEF RECRUITER

OTHER DIRECTORS AS SELECTED BY THE CHAIRMAN

RECORDER: ADMIN ASSISTANT

CHIEF RECRUITER EVALUATION BOARD (CREB)

(Ref: COMNAVCRUITCOMINST 5400.2)

CHAIRMAN: REGION COMMANDER (OUTSIDE MEMBER'S REGION)

MEMBERS: DIRECTOR, OPERATIONS DEPARTMENT

DIRECTOR, TRAINING DEPARTMENT

FORCE MASTER CHIEF

NATIONAL CHIEF RECRUITER REGION CHIEF RECRUITER

NAVCRUITDIST COMMANDING OFFICER NAVCRUITDIST CHIEF RECRUITER

N7 NTT CHIEF RECRUITER

COMMAND ASSESSMENT TEAM (CAT)

(Refs: COMNAVCRUITCOMINST 5354.1)

CHAIR: COMMAND MANAGED EQUAL OPPORTUNITY OFFICER (CMEO)

COMMAND MANAGED EQUAL OPPORTUNITY ASSISTANT

MANDATORY MEMBERS: DEPUTY COMMANDER

CHIEF OF STAFF LEGAL AFFAIRS

HUMAN RESOURCES POSITION MANAGEMENT OFFICER

COMMAND TRAINING OFFICER SENIOR ENLISTED LEADER

ASSESSMENT TEAM

CDR	HARRISON (00C)
ITCM	ARCHIBALD (N7)
STGC	WEST (CYBER)
YNC	PORTER (00IA)
NC1	JUSTICE (CCC)
FORCM	GRAY
PSC	COLE (N3)
YNC	GREEN (00A)
YNC	DYER (N3)
LT	SAWYER (N37)
YN1	ALVARADO (N3)
STG1	SPIVEY (CYBER)
EM2	MITCHELL (CYBER)
LN2	THOMAS (00J)
HMC	COUCH (N3M)
NCC	CARLIN (N7)
NCC	KESSLER (N7)
MC2	LAVENDER (N9)
YN3	STOKES (N3)
AO2	TALLENT (CYBER)
BM1	BLACKBURN (CYBER)
YN1	TAYLOR (00S)
MRS	JENNIFER RAMSEY (N5) CIVILIAN
MR	MICHAEL HOGAN (00J) CIVILIAN
MR	ALBERT TRIANA (N8) CIVILIAN
MRS	GLORIA BOOKER (N12) CIVILIAN
MR	WALTER ALDRIDGE (N5) CIVILIAN

COMMAND TRAINING TEAM (CTT)

(Ref: OPNAVINST 5354.5)

CHAIR: COMMAND TRAINING OFFICER

MANDATORY MEMBERS: CHIEF OF STAFF

SENIOR ENLISTED LEADER
COMMAND CAREER COUNSELOR
EDUCATIONAL SERVICES OFFICER

TRAINING TEAM

PSC COLE (N3)

IT1 ANDERSON (N6)

MS BRANCH (00P)

LS1 BURNEY (N4)

MRS CLOWER (N9)

IC2 FIGUEROA (CYBER)

NCC KONRAD (00IG)

PS1 KOROMA (N9)

MC2 LAVENDER (N9)

PSC MATTINGLY (N3)

LT MCDUFFIE (N3)

PS2 MITCHELL (N32)

MC2 NEWCOMER (N9)

MR PEOPLES (N12)

YN1 PHELPS (01A)

MRS RAMSEY (N5)

MRS RHEW (N8)

LNC SENA (00J)

CONFIGURATION CONTROL BOARD

(Ref: COMNAVCRUITCOMINST 5400.2)

CHAIR: DIRECTOR, INFORMATION TECHNOLOGY/COMMUNICATIONS DEPARTMENT

MEMBERS: ALL DEPARTMENT DIRECTORS

DIVERSITY COMMITTEE

(Ref: SECNAVINST 12720.5)

CHAIR: CDR HARRISON (00C)

MEMBERS: ALL DEPT HEADS

HEADQUARTERS INCENTIVE AWARDS BOARD

(Ref: COMNAVCRUITCOMINST 12450.1)

CHAIRMAN: DIRECTOR, MANPOWER AND HUMAN RESOURCES

MEMBERS: ALL DEPARTMENT DIRECTORS

INCENTIVE AWARDS (BENEFICIAL SUGGESTIONS) COMMITTEE

(Ref: COMNAVCRUITCOMINST 12452.2)

CHAIR: DIRECTOR, MANPOWER AND HUMAN RESOURCES

NON-VOTING

MEMBERS: BENEFICIAL SUGGESTION ADMINISTRATOR (N1)

POSITION MANAGEMENT OFFICER (N1)

MEMBERS: SENIOR ENLISTED LEADER

MR ANDERSON (N5)
MR SLADYK (N5)
MS WALKER (N6)
MR SAXION (00SD)

PHYSICAL SECURITY REVIEW COMMITTEE

(Ref: COMNAVCRUITCOMINST 5510.3)

CHAIR: COMMAND SECURITY MANAGER

MEMBERS: CHIEF OF STAFF

PHYSICAL SECURITY OFFICER

CLASSIFIED MATERIAL CONTROL OFFICER

DEPARTMENTAL SECURITY OFFICERS

POSITION MANAGEMENT BOARD (PMB)

(Ref: COMNAVCRUITCOMINST 5310.1)

CHAIR: DEPUTY

MEMBERS: CHIEF OF STAFF (ALTERNATE CHAIR)

DIRECTOR, MANPOWER AND HUMAN RESOURCES

POSITION MANAGEMENT OFFICER (PMO)

COMPTROLLER

ADVISORS DEPARTMENT HEADS/SPECIAL ASSISTANTS

EOUAL EMPLOYMENT OPPORTUNITY OFFICER

RECORDER (PROVIDED BY PMO)

CAREER DEVELOPMENT BOARDS

(Ref: COMNAVCRUITCOMINST 1040.2(HDQ))

CHAIR: SENIOR ENLISTED LEADER/

DEPARTMENT LEADING CHIEF PETTY OFFICERS

ADVISORS: COMMAND CAREER COUNSELOR

DEPARTMENT CAREER COUNSELOR

ESO

MEMBERS: DEPARTMENT LCPO

DEPARTMENT LPO
DIVISION LCPO
DEPARTMENT LPO

MORALE, WELRARE, AND RECREATION (MWR) ASSOCIATION

(Ref: SECNAVINST 7000.23, OPNAVINST 1700.7, BUPERSINST 1710.11)

PRESIDENT: PSC ETHERINGTON (N7)/YN1 PHELPS (00)

VP: YN2 HAYNES (00S)
SECRETARY: IT3 MATHEWS (N6)
TREASURER: NCC KONRAD (IG)
MAA: MC2 LAVENDER (00P)

SAILOR OF THE YEAR/QUARTER, JUNIOR SAILOR OF THE YEAR/QUARTER AND BLUE JACKET OF THE YEAR/QUARTER SELECTION COMMITTEE

(Ref: COMNAVCRUITCOMINST 1650.6 (HDQ))

CHAIR: SENIOR ENLISTED LEADER

MEMBERS: DEPARTMENT LCPO
RECORDER: ADMIN CHIEF (00A)